

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 11HR-01

January 10, 2011

**TO:** All employees, all Agencies

**OPEN TO:** All interested Candidates  
**POSITION:** Warehouse Supervisor, FSN-6 (FP-08, AEFM only)  
**OPENING DATE:** January 10, 2011  
**CLOSING DATE:** January 24, 2011  
**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Togo is seeking an individual for the position of Warehouse Supervisor in the GSO Section.

To apply, please go to: <http://Togo.usembassy.gov/employmt.html>

## **BASIC FUNCTION OF POSITION**

Supervises six warehousemen in the proper organization of all warehouse operations at post for State and Peace Corps. Schedules the delivery and pick up of HHE/UAB and non-expendable furniture, equipment and party supplies from 18 USG leased office and residential facilities. Imposes careful unpacking procedures, safety requirements, placement of furniture, covering of furniture to avoid soiling or damage, etc. Assures that furniture delivered is suitable for immediate use such as removal of manufacturer tags, installation of trays, placement of pillows, assembling of seats and covers, installation of light bulbs, etc..

**The major duties and responsibilities are pasted just after the signature ( on page 4).**

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school is required
- 2. Work experience:** At least three years experience in warehousing and inventory work is required.

**3. Language:** Level III (good working knowledge) of both written and spoken English and French is required..

**4. Knowledge:** Individual must have good working knowledge of local business and practices..

**5. Skills:** Must type at least 25 wpm and have familiarity with word processing and computer software. Must have supervisory skills.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO** All application documents must be scanned (PDF file) and submit to: [HROLome@state.gov](mailto:HROLome@state.gov)

**CLOSING DATE FOR THIS POSITION: January 24, 2011**

The U.S. Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Ruth D. Wagoner  
Management Officer

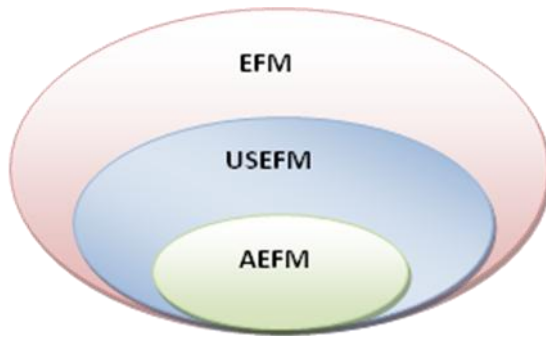
## **Duties and Responsibilities**

Assists the GSO in establishing and monitoring furniture and furnishings replacement cycles, in conjunction with USG regulations. Prepares periodic reports to the General Services Officer recommending items to be ordered, replaced, sold, etc. Responsible for the security of personal property by physically tracking from date of receipt until it is sold. Insures that the warehouse and other storage facilities are clean. Controls non-expendable storeroom keys.

2. Oversees the inspection and documentation of furniture received and applies NEPA stickers. Completes automated receiving reports to denote shortages, overages and damages. With assistance from the NEPA Clerk, the incumbent conducts detailed periodic inventories of U.S. Government non-expendable property and assists with inventory of expendable property. Prepares property exchange documents (addition and deletion) for all non-expendable property movements. Assists in the execution of annual inventories and reporting damages for subsequent billings to responsible parties. Determines the condition of issued and stored property and manages the review, inspection, and readiness of all residences and offices under preparation for the arrival of new families. Inspects for condition of furnishings, cleanliness of house, reports required repairs, etc. Assures that residences and offices are ready for move in. Maintains organization, purchase and inventory of up to eight welcome kits. Periodically assures linens, utensil, cartons, dishes, and other contents are clean to assure readiness for issue. Periodically examines and coordinates cleaning and/or replacing of household and office furnishings, including carpets, draperies, blinds, upholstery, lamp shades, cushion covers, etc. Manages the warehouse stock of furnishings, including carpets, fabrics, lamps and shades, draperies, blinds, etc.

3. Prepares property for photographing damage as appropriate. Schedules and coordinates delivery of new goods and integration into property accounting mechanisms. Manages the selection, movement and disposal of property in coordination with the GSO Assistant. Implements disposal methods according to USG regulations. Attends disposal activities and supervises warehouse laborers to set up auction sales.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References